

INSTRUCTIONS FOR COFFEE HOSTS

Thanks for agreeing to help with this service offered by FUUSA.

- Contact your coffee co-host and decide who will order 4 dozen pre-sliced bagels which you will bring to church on Sunday. The logical choices are Brueggers or Price Chopper. Attached you will find a list of where you can find these stores and phone numbers.
- Dave Stone will see that there is fresh milk, cream cheese, butter, juice and other supplies, like coffee, tea, sugar, sweeteners, stirrers, napkins, etc. These supplies are in a bin on top of the refrigerator. Dave will also make all coffee and heat hot water. He will set up full coffee and tea service at the Channing service window, put out coffee and hot water for the "early birds", and fill the "pump pots" for the Coffee Hour. He will also set up the coffee condiments in the rear of Emerson Hall.
- Hosts should plan to arrive by 9:15. Take out the cream cheese and put on plates in the kitchen to soften. The bagels should be put on the large trays stored under the center table, and covered with clean towels which can be found in coffee set up bin. The bagels are to stay in the kitchen until service is over, or around 11 am.
- Get 3 table cloths from the pantry and put them on the bagel table and coffee table in Channing. The Emerson table needs a tray of cups, napkins and coffee condiments, price signs and money dish. On the Channing table (on the right end) put the sugar, sweeteners, stirrers, napkins. On the Channing bagel table (in the middle) put a large pitcher of ice water, a pitcher of apple juice, small drinking cups, signs for cost and glass money plate. The bagels (which go on the left) should be put out on that table at the last minute.
- Coffee hosts should be free to attend the service but should plan on leaving during the last hymn. Dave Stone or the hosts will put pump pots of coffee and small milk pitcher on the table in Emerson at the end of the service.
- During Coffee Hour, the hosts will circulate around Channing Hall food and beverage area collecting dirty cups in the gray bins, and refilling the milk and coffee pumps. At about 11:30, go down to Emerson and bring back the pump pots to use that coffee in Channing. Periodically during coffee hour collect money from the donation dishes and put it in the coffee envelope in the kitchen. When there is down time, put the dirty cups (plastic separated from mugs) on the dishwashing racks to get ready for Dave to put in the dishwasher.
- When most people have left coffee hour, scan the areas for dirty coffee cups. Take the money that you fronted for bagels from the coffee donations. Bring the coffee envelope to the office at the end of the coffee hour and put it in the yellow box labeled finance near the mailboxes.

WHERE CAN I BUY THOSE BAGELS?????

Price Chopper Locations with Bagels

Albany

911 Central Ave., @Colvin..... 482-0280 hit 2 for bagels

East Greenbush

501 Columbia Tpke. (9 & 20)..... 479-4380 hit 3 for bagels

Guilderland

1706 Western Ave 456-0349

Guilderland

Route 155 & 20..... 456-5115

Slingerlands

1395 New Scotland Rd. 478-0688 hit 3 for bagels

Glenmont

329 Glenmont Rd (Town Squire) 433-4700 hit 3 for bagels

Bruegger's Bagel Bakeries

Albany

1116 Madison Ave..... 489-2236

29 North Pearl 463-4961

900 Central Ave 438-6061

1770 Central Ave 464-0363

Delmar

180 Delaware Ave. 439-0662

Guilderland

1475 Western Ave..... 482-3579

1800 Western Ave..... 464-1125

East Greenbush

Rensselaer Co Plaza 283-2219

QUESTIONS YOU MIGHT ASK.....

(Q) So, what's a coffee set up?

(A) Each coffee hour set up will have:

2 pump pots regular coffee, plus 1 for backup (shared between the 2 locations)
1 pump pot for decaf coffee, plus 1 for backup (shared between the 2 locations)
1 insulated jug for hot water
1 insulated jug for milk (Channing) and a small glass pitcher for Emerson
2 glass sugar pourers
plastic trays with artificial sweetener packets
1 basket with assorted tea bags in Channing
1 or 2 containers and signs for donations for refreshments
container with plastic or wood stirrers
trays of coffee mugs
1 tray of small plastic glasses
some container for used stirrers and empty paper packets (place the stainless steel garbage directly next to the window)

Plus Channing bagel table will have (in the middle):

1 half gallon juice poured in a pitcher and a pitcher of ice water.

(Q) How do I know when to start cleaning up and putting things away?

(A) There comes a natural lull in the coffee "hour". Sometimes you can tell by when there are no more bagels!

(Q) What if I have a question, who do I ask?

(A) Dave Stone is the person to ask. If for some reason Dave isn't around, Eileen Hoffman or Linda Way are logical people to ask. If the question comes to mind before Sunday, call Dave Stone at the office – 463-7135 or Eileen at home – 439-8869.

(Q) What if folks from RE ask where they put their dirty dishes?

(A) If Dave Stone isn't right there to tell them, you can tell them to put them in the sinks to the right of the dishwasher!

IF YOU ARE VISUALLY ORIENTED CHECK OUT THE PICTURES OF HOW THE PASS THROUGH WINDOW AND THE BAGEL TABLE LOOK. THEY ARE IN THE COFFEE BIN ABOVE THE REFRIGERATOR!